

APPROVED SLEEPING ROOM LIST FOR BOARDING HOMES

A. BOARDING HOME NAME									
B. STREET ADDRESS				CITY		STATE		ZIP CODE	C. LICENSE/APPLICATION NUMBER
D. TOTAL NUMBER SLEEPING ROOMS: ____		E. TOTAL APPROVED BED SPACES: ____		F. NUMBER OF UNITS MEETING ASSISTED LIVING CONTRACT REQUIREMENTS: ____		G. NUMBER OF UNITS CONTAINING QUALIFYING ROLL-IN SHOWER: ____		H. ADDITIONAL NUMBER (if any) OF PERMITTED ADULT DAY SERVICES CLIENTS:	
Dining Area(s):	I. TOTAL SQUARE FEET		J. SINGLE SEATING CAPACITY		Day Room Area(s):		K. MINIMUM REQUIRED SQUARE FEET		L. TOTAL AVAILABLE SQUARE FEET
M. Date First Licensed:			N. Maximum Facility Capacity:			O. Maximum Contracted Assisted Living Capacity:			
P. WING, FLOOR OR BUILDING UNIT	Q. SLEEPING ROOM IDENTIFIER (NUMBER, COLOR, ETC.)	R. USEABLE FLOOR SPACE, IN SQ FT IN SLEEPING ROOM	S. NUMBER OF APPROVED BED SPACES	T. CHECK IF APPROVED FOR ASSISTED LIVING	U. ASSISTED LIVING QUALIFYING SHOWER	V. WITHOUT DIRECT ACCESS TO TOILET	W. WITHOUT DIRECT ACCESS TO BATHING	X. REMARKS	
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Y. SIGNATURE OF LICENSOR								Z. DATE	

[illegible]

DATE:

P. WING, FLOOR
OR BUILDING
UNIT

Q. SLEEPING
ROOM IDENTIFIER
(NUMBER, COLOR,
ETC.)

R. USEABLE
FLOOR SPACE,
IN SQ FT IN
SLEEPING
ROOM

S. NUMBER OF
APPROVED
BED SPACES

T. CHECK IF
APPROVED
FOR
ASSISTED
LIVING

U. ASSISTED
LIVING
QUALIFYING
SHOWER

V. WITHOUT DIRECT ACCESS TO TOILET

W. WITHOUT
DIRECT
ACCESS TO
BATHING

X. REMARKS

INSTRUCTIONS FOR COMPLETING RESIDENTIAL CARE SERVICES FORM DSHS 10-389

- For *initial licensing inspections*, verify or reconcile the information provided by Construction Review Services, Department of Health on this form according to the instructions below.
- For *updating a room list for currently licensed boarding homes*, complete this form according to the instructions below.

Enter the following information in the corresponding spaces:

- A. The name of the boarding home:
 - As it appears on the boarding home license, or if there is no current license,
 - As it appears on the boarding home application for a license, or if there is no license application,
 - As it appears on the Construction Review Services request for plans review.
- B. The street address of the boarding home building, including:
 - Street address,
 - City,
 - State, and
 - Zip code.
- C. The boarding home license number, or if there is no current license,
 - The application number for a boarding home license, or if there is no license application,
 - The Construction Review Services project number.
- D. The total number of sleeping rooms described on the form in columns "P" through "X".
- E. The total number of approved bed spaces determined by adding all of the approved bed spaces listed in column "S".
- F. The total number of units described on the form that have a check mark in column "T" as meeting the contract requirements for Assisted Living Services per WAC 388-110-140.
- G. The total number of units described on the form that have a check mark in column "U" as meeting the contract requirements for Assisted Living Services and contain a qualifying roll-in shower per WAC 388-110-140(1)(b).
- H. The additional number of clients, if any, beyond the total number of approved bed spaces listed in space "E" that might be served in an Adult Day Services program in the boarding home per WAC 388-78A-2360.
 - Determine this number by subtracting the Minimum Required Square Feet of Day Room Area listed in space "K" from the Total Available Square Feet of Day Room Area listed in space "L", and dividing the remainder by 60 square feet. Round the dividend down to the next whole number $((L-K)/60 = \text{Additional Number of Adult Day Services Clients})$. **Note: When determining the actual number of clients permitted to be served in a boarding home's Adult Day Services program, the total number of residents plus adult day services clients may not exceed the boarding home's "maximum facility capacity" as defined in WAC 388-78A-2020.**
- I. The total square feet of the dining area(s), determined by calculating the combined square feet in the area(s) designated by the boarding home as dining rooms.

- J. The single seating capacity in the dining area(s), determined by dividing the total square feet of dining space by ten square feet.
- K. The minimum required square feet of day room area(s), determined by:
- Multiplying the total number of approved bed spaces listed in space "E" by ten square feet for boarding homes licensed on or before December 31, 1988, or 150 square feet, whichever is greater ($E \times 10$ square feet = minimum required square feet of day room area(s) for older construction, but not less than 150 square feet);
 - Multiplying the total number of approved bed spaces listed in space "E" by twenty square feet for boarding homes licensed after December 31, 1988, or 150 square feet whichever is greater ($E \times 20$ square feet = minimum required square feet of day room area(s) for newer construction, but not less than 150 square feet).
- L. The total available square feet of day room area(s) which includes the available dining area space listed in space "I". Determine this space by calculating the combined square feet in area(s) designated by the boarding home as areas in which residents may participate in social and recreational activities, including but not limited to solariums, enclosed sun porches, recreation rooms, dining rooms and living rooms.
- M. The earliest date the home was currently licensed without a break in the licensed status.
- N. The maximum facility capacity, which is equal to the lesser of:
- The sum of the number of approved bed spaces for all resident rooms (total number of approved bed spaces) plus additional adult day services clients (E+H); or
 - Twice the seating capacity of the dining area(s) consistent with WAC 388-78A-2300(1)(h)-(2 x J); or
 - The number of residents and clients permitted by calculating the ratios of toilets, sinks, and bathing fixtures to residents consistent with WAC 388-78A-3030; Note: When calculating this ratio, only include:
 - 1) Common-use toilets, sinks and bathing fixtures.
 - "Common-use" toilets, sinks and bathing fixtures means fixtures that are not directly accessible from resident rooms/units. "Directly accessible" means a resident can use the fixture without traveling through a public area.
 - 2) Adult day service clients and residents who must use the common-use toilets, sinks and bathing fixtures.
 - Do not include in the ratio, residents who live in rooms/units that contain private or semi-private toilets, sinks and bathing fixtures that are directly accessible; or
 - For boarding homes licensed on or before December 31, 1988, the total day room area in square feet divided by ten square feet, consistent with WAC 388-78A-3050 (L/10); or
 - For boarding homes licensed after December 31, 1988, the total day room area in square feet divided by twenty square feet, consistent with WAC 388-78A-3050 (L/20).
- O. The maximum contracted Assisted Living capacity determined by reviewing:
- The date the boarding home had its plans reviewed by Construction Review Services;
 - The number of units meeting applicable contracted assisted living requirements (F); and
 - The applicable limitations required by the number of units with roll-in showers (G).

Contracted Assisted Living facilities must have at least one resident room that meets contract standards and contains a roll-in shower, for every two residents whose care is partially or fully funded by the department through the assisted living contract. WAC 388-110-140(1)(b). Therefore, the Maximum Contracted Assisted Living Capacity is limited to twice the number of assisted living units containing qualifying roll-in showers, not to exceed the number of units that otherwise meet contracted assisted living standards. For example, if there are ten units that meet the standards for contracted assisted living, and six of the units have qualifying roll-in showers and four of the units have bathtubs, the Maximum Contracted Assisted Living Capacity would be ten and not twelve. ($2 \times G$) but not to exceed (F).

Note: All sleeping rooms noted on the form in columns “P” through “X” must be in a building, or part of a building, that had its plans reviewed and approved by the Department of Health Construction Review Services (WAC 388-78A-2750(6); 2810(1); 2820(1); 2880(2)).

Licensing staff must note all sleeping rooms that meet boarding home licensing standards on the “Approved Sleeping Room List,” whether the rooms are vacant, occupied by a boarding home resident, or occupied by a non-resident individual.

- P. The wing, floor or building unit to identify what section of the boarding home each sleeping room is in.
- Q. The identifier for each sleeping room, such as room number or name. Note in the “Remarks” column “X” if two sleeping rooms are located in the same “assisted living unit,” i.e. a two-bedroom apartment.
- R. The usable floor space of each sleeping room, determined by the measuring of the sleeping rooms according to procedure.
Record either:
- The actual square footage of each resident sleeping room; or
 - “Bracket” the square footage according to the following categories;
 1. =>80 square feet (approved for one bed space)
 2. =>140 square feet (approved for two bed spaces)
 3. =>210 square feet (approved for three bed spaces – note that there can be no more than two individuals/approved bed space in sleeping rooms first approved for occupancy after June 30, 1989 – WAC 388-78A-3010(1)(c)).
 4. =>280 square feet (approved for four bed spaces – note that there can be no more than two individuals/approved bed space in sleeping rooms first approved for occupancy after June 30, 1989 – WAC 388-78A-3010(1)(c))
- S. The number of approved bed spaces for each resident room, as determined by the usable floor space in the room, according to “R”.
- T. Check the box in column “T” if the room meets Assisted Living contract standards, determined by evaluating the information obtained according to procedure, the date of construction, and the applicable contract requirements. Only check column “T” for one sleeping room in a two-bedroom apartment. Explain in “Remarks”, column “X”, when a two-bedroom apartment meets contracted assisted living requirements, but each individual sleeping room in the apartment would not meet the assisted living contract requirements because they share the bathroom, kitchen and living areas.
- U. Check the box in column “U” only if you determine, by evaluating the information obtained according to the procedures, that the room:
- Meets Assisted Living contract standards, and
 - Contains a qualifying roll-in shower.
- V. Check the box in column “V” **only** if the sleeping room **does not** have direct access to a private or semi-private toilet room without going through a public area.
- W. Check the box in column “W” **only** if the sleeping room **does not** have direct access to a private or semi-private bathing room without going through a public area.
- X. Any explanatory comments.
- Y. Licensor’s signature.
- Z. Date form was completed.